

ORDER SUPPLIES OR SERVICES

PAGE OF PAGES

1 9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

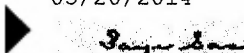
1. DATE OF ORDER 05/20/2014		2. CONTRACT NO. (If any) EP-W-11-054		6. SHIP TO: a. NAME OF CONSIGNEE OAR/OAP/CCD	
3. ORDER NO. 0009		4. REQUISITION/REFERENCE NO. PR-OAR-14-00983			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency 1200 Pennsylvania Avenue NW Mail Code: 62107J OAP/CCD	
				c. CITY Washington	e. ZIP CODE 20460
7. TO: a. NAME OF CONTRACTOR R T I International				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS PO BOX 12194				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY RESEARCH TRIANGLE PARK				e. STATE NC	f. ZIP CODE 277092194
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OAR/OAP/CCD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) The total estimated cost of the task order entitled, "MSW and Industrial Landfill Support for the Greenhouse Gas Reporting Program" is \$116,659.00 with a level of effort of 1000 direct labor hours. Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(i) TOTAL (Cont. pages)	
21. MAIL INVOICE TO: a. NAME RTP Finance Center b. STREET ADDRESS US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive c. CITY Durham d. STATE NC e. ZIP CODE 27711							
SEE BILLING INSTRUCTIONS ON REVERSE						\$116,659.00	17(ii) GRAND TOTAL
						\$116,659.00	

22. UNITED STATES OF AMERICA BY (Signature) 		05/20/2014		23. NAME (Typed) Faye Sas TITLE: CONTRACTING/ORDERING OFFICER	
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ELECTRONIC SIGNATURE

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

05/20/2014

EP-W-11-054

ORDER NO.

0009

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Contractor's proposal dated 16 April 2014 is incorporated herein. This task order is fully funded through its completion date of 20 May 2015. Contractor incurred expenses shall not exceed total obligations at \$116,659.00.</p> <p>COR: Rachel Schmeltz Alt COR: Melissa Weitz TOPO: RACHEL SCHMELTZ Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 14-15-B-58F7-101A46XQ3-2505-1458FC4711-001 BFY: 14 EFY: 15 Fund: B Budget Org: 58F7 Program (PRC): 101A46XQ3 Budget (BOC): 2505 DCN - Line ID: 1458FC4711-001 Period of Performance: 05/20/2014 to 05/20/2015</p> <p>Award of new task order to RTI under contract EP-W-11-054 for MSW and Landfill Support for the Greenhouse Gas Reporting Program for \$116,659/1000 direct labor hours.</p> <p>The obligated amount of award: \$116,659.00. The total for this award is shown in box 17(i).</p>				116,659.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$116,659.00

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OPTIONAL FORM 348 (Rev. 4/2008)

Prescribed by GSA FAR (48 CFR) 53.213(f)

Attachment 3: Statement of Work

Title: MSW and Industrial Waste Landfill Support for the GHGRP.

Contract Number: EP-W-11-052/053/054/055

Estimated Period of Performance: 12 month period of performance

Estimated Level of Effort: 1,000 direct labor hours

Task Order Project Officer (TOPO): Rachel Schmeltz
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Contracting Officer (CO): Faye Sas
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I. BACKGROUND

In 2008, EPA was charged with developing and publishing a rule to require mandatory reporting of greenhouse gas emissions in all sectors of the economy. In October of 2009 such a rule was published as 40 CFR Part 98, establishing the Greenhouse Gas Reporting Program (GHGRP) and covering 31 source categories, including municipal solid waste (MSW) landfills among others. In June of 2010, an additional rule was signed by the Administrator adding 4 more source categories to the GHGRP, including industrial waste landfills, among others. The Greenhouse Gas Reporting Branch (GGRB) of the Climate Change Division (CCD) of the Office of Atmospheric Programs (OAP) is responsible for implementing all rules related to GHG reporting and verifying the data received from

covered facilities.

This current task order is to support the Contracting Officer's Representative (COR) in continued development and implementation of the GHGRP infrastructure, reviewing and verifying data received, and otherwise supporting rule development and implementation. It is particularly focused on MSW landfills and industrial waste landfills – subparts HH and TT, respectively.

II. TASKS AND DELIVERABLES

Task 1: Project Management

The Contractor shall provide project management under this Task, and shall submit a Monthly Status Report to EPA's COR in accordance with the Project Reporting section below. During the Period of Performance (POP), the Contractor shall immediately inform the COR and CO by telephone and/or email of any problems that may impede performance along with any corrective actions needed by the EPA or the Contractor to solve the problem.

Under this task, the Contractor shall attend a general kick-off meeting, either via conference call or in-person, whichever is most cost effective to the Government, to discuss the goals, strategy, and schedule for completing the deliverables. The kick-off meeting will serve as a brainstorming session to clarify tasks, anticipated schedules related to EPA's need for support for the implementation of the GHGRP, additional rulemakings, and provide any necessary background material, an opportunity for EPA to solicit ideas and feedback from the Contractor, as well as formulate ideas for managing work to be complete by the Contractor under the tasks listed below. The Contractor, under this task, will also attend a wrap-up meeting at the end of the POP of the task order.

Deliverables and Schedule under Task 1:

Attend Kick-off meeting	Within 2 weeks of award of task order
Monthly Status Report	By 10th business day each month
Attend Wrap-up meeting	At least 2 weeks prior to the end of the POP, per COR direction

Task 2: MSW Landfills

The Contractor shall provide support to EPA in revising and otherwise maintaining, the GHGRP infrastructure for MSW landfills, subpart HH, as well as responding to public questions and requests for clarification on the rule text, and providing additional outreach and training materials as needed. In addition, the Contractor shall support the review, evaluation and verification of all data received under subpart HH. Lastly, the contractor shall provide technical support for any rulemaking in the form of technical corrections or amendments to the Greenhouse Gas Reporting Rule specific to subpart HH and shall

provide technical support for responses to petitions for reconsideration or review on previous rulemakings. The following activities are anticipated:

- 1) Help Desk and Question/Answer support – Assist in researching and responding to technical questions or requests for clarification from reporters, such as, but not limited to, questions on the application of monitoring methods and emission calculations in Part 98 associated with subpart HH. This activity will also include developing or revising Frequently Asked Questions (FAQs) for posting on the GHGRP web site.
- 2) Rulemaking support – Prepare background documents to support technical, subpart HH-specific amendments to the rule, as appropriate. This may include analyzing options for revisions to requirements, developing technical support documents, developing engineering cost data, drafting language for preamble and regulatory text, and reviewing and drafting responses to public comments in response to rulemakings. In the POP of this task order, EPA anticipates beginning work on one rulemaking to address issues identified by EPA, by the public through the hotline, in petitions for reconsideration or review that require revisions, updates, and correction to Part 98 related to subpart HH. This work will also require interaction with stakeholders to gather information to support technical amendments.
- 3) Outreach support – Preparing and reviewing/revising subpart HH-specific information sheets, presentations, and other outreach documents where specific technical expertise is needed. Support may also be needed in conducting subpart-specific training in the form of webinars.
- 4) Maintenance of electronic reporting help content – Support maintenance of the electronic Greenhouse Gas Reporting Tool (e-GGRT) help content, XML reporting instructions, and any supplemental rule guidance (e.g. subpart specific webinars) and compliance checklists.
- 5) e-GGRT support and testing – Support and testing of new and/or updated subpart HH e-GGRT reporting module to ensure consistency with reporting requirements. The testing will generally occur several weeks prior to launch of e-GGRT in any given reporting year. However, it may be necessary throughout the POP to review and update design requirements, generate e-GGRT change requests to ensure that the reporting forms are consistent with any revisions to Part 98. After any redesign, additional testing and review of e-GGRT functionality will be required.
- 6) Verification support – Provide support to the EPA COR in conducting subpart HH specific verification activities, including the following:
 - a. Review all reports received that contain subpart HH data to verify the accuracy and completeness of that data to the extent possible.
 - b. Review messages generated by the verification software and post them in e-GGRT's correspondence tracker, as appropriate
 - c. As needed, compare Part 98 information submitted with outside data sets, previously reported information from that facility, and data reported by other facilities in the same subpart.

- d. Contacting facilities, with approval and participation of COR, if necessary, (by email or phone) to discuss potential data quality issues and documenting correspondence
 - e. Reviewing resubmitted reports and closing out issues in e-GGRT's correspondence tracker
 - f. Recommending to COR any reports or facilities for further compliance follow-up
 - g. Reviewing and revising validation and verification flags and messaging based on lessons learned from previous reporting years' data.
- 7) Publication support – Provide support to the COR and other key personnel (publication team) in conducting subpart HH publication activities including review of format and data to be posted to the FLIGHT and EnviroFacts sites.
- 8) Conduct analyses on single and multi-year (trend) subpart HH data to establish a knowledge base of MSW landfills including landfill characteristics, GHG generation and emissions, and other data

Deliverables and Schedule under Task 2:

Help Desk and Q/A response	Two days after receipt of request/question (24 hour turn around within 2 weeks of a reporting deadline, i.e. March 31, 2015)
Rulemaking support including preamble, regulatory language, responses to comments	Two weeks after technical direction
Information sheets or other outreach materials	One week after technical direction
Help content/XML instruction review	One week after technical direction
e-GGRT testing results	Two weeks after technical direction
Verification - Review data received via GHGRP, post CT messages in e-GGRT	4-6 weeks after technical direction, anticipated to being immediately after reporting deadline of March 31, 2014
Publication support	One week after technical direction, likely in August or September 2014
Analyze data received via GHGRP	Two weeks after technical direction

Task 3: Industrial Waste Landfills

Under this Task, the Contractor shall provide support to EPA in revising and otherwise maintaining, the GHGRP infrastructure for industrial waste landfills, subpart TT, as well as responding to public questions and requests for clarification on the rule text, and providing additional outreach and training materials as needed. In addition, the Contractor shall support the review, evaluation and verification of all data received under subpart TT. Lastly, the contractor shall provide technical support for any rulemaking in the form of technical corrections or amendments to the Greenhouse Gas Reporting Rule

specific to subpart TT and shall provide technical support for responses to petitions for reconsideration or review on previous rulemakings. The following activities are anticipated:

- 1) Help Desk and Question/Answer support – Assist in researching and responding to technical questions from reporters, such as, but not limited to, questions on the application of monitoring methods and emission calculations in Part 98 associated with subpart TT. This activity will also include developing or revising Frequently Asked Questions (FAQs) for posting on the GHGRP web site.
- 2) Rulemaking support – Prepare background documents to support technical, subpart TT-specific amendments to the rule, as appropriate. This may include analyzing options for revisions to requirements, developing technical support documents, developing engineering cost data, drafting language for preamble and regulatory text, and reviewing and drafting responses to public comments in response to rulemakings. In the POP of this task order, EPA anticipates beginning work on one rulemaking to address issues identified by EPA, by the public through the hotline, in petitions for reconsideration or review that require revisions, updates, and correction to Part 98 related to subpart TT. This work will also require interaction with stakeholders to gather information to support technical amendments.
- 3) Outreach support – Preparing and reviewing/revising subpart TT-specific information sheets, presentations, and other outreach documents where specific technical expertise is needed. Support may also be needed in conducting subpart-specific training.
- 4) Maintenance of electronic reporting help content – Support maintenance of the electronic Greenhouse Gas Reporting Tool (e-GGRT) help content and any supplemental rule guidance (e.g. subpart specific webinars) and compliance checklists.
- 5) e-GGRT support and testing – Support and testing of new and/or updated subpart TT e-GGRT reporting module to ensure consistency with reporting requirements. The testing will generally occur prior to launch of e-GGRT in any given reporting year. However, it may be necessary throughout the POP to review and update design requirements, generate e-GGRT change requests to ensure that the reporting forms are consistent with any revisions to Part 98. After any redesign, additional testing and review of e-GGRT functionality will be required.
- 6) Verification support – Provide support to the EPA COR in conducting subpart TT specific verification activities, including the following:
 - a. Review all reports received that contain subpart TT data to verify the accuracy and completeness of that data to the extent possible.
 - b. Review messages generated by the verification software and post them in e-GGRT's correspondence tracker, as appropriate
 - c. As needed, compare Part 98 information submitted with outside data sets, previously reported information from that facility, and data reported by other facilities in the same subpart.

- d. Contacting facilities, with approval and participation of COR, if necessary, (by email or phone) to discuss potential data quality issues and documenting correspondence
 - e. Reviewing resubmitted reports and closing out issues in e-GGRT's correspondence tracker
 - f. Recommending to COR any reports or facilities for further compliance follow-up
 - g. Reviewing and revising validation and verification flags and messaging based on lessons learned from previous reporting years' data.
- 7) Publication support – Provide support to the COR and other key personnel (publication team) in conducting subpart TT publication activities including review of format and data to be posted to the FLIGHT and EnviroFacts sites.
 - 8) Conduct analyses on single and multi-year (trend) subpart TT data to establish a knowledge base of industrial landfills including landfill characteristics, GHG generation and emissions, and other data

Deliverables and Schedule under Task 3:

Help Desk and Q/A response	Two days after receipt of request/question (24 hour turn around within 2 weeks of a reporting deadline, i.e. March 31, 2015)
Rulemaking support including preamble, regulatory language, responses to comments	Two weeks after technical direction
Information sheets or other outreach materials	One week after technical direction
Help content review	One week after technical direction
e-GGRT testing results	Two weeks after technical direction
Verification - Review data received via GHGRP, post CT messages in e-GGRT	4-6 weeks after technical direction, anticipated to be immediately after reporting deadline of March 31, 2014
Publication support	One week after technical direction, likely in August or September 2014
Analyze data received via GHGRP	Two weeks after technical direction

Task 4: Quick Turn-Around

The Contractor shall provide expert technical support to the COR and respond to requests for presentation materials, technical briefings, comment-response documents and specific analyses related to GHG emissions from the waste sector as reported under the GHGRP, often needed on a quick turn-around basis. This task has been provided in recognition of the fact that additional questions and issues may need to be addressed as the rule is implemented and subsequently revised.

Deliverables and Schedule under Task 4:

No work should be undertaken or travel initiated under this Task until receipt of a TD from the COR.	Due dates for any deliverables will be outlined in the TD.
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III. PROJECT REPORTING

Monthly Status Report

The Contractor shall provide monthly status reports that shall include, at a minimum, the following information for each of the above tasks and a summary of all tasks:

- Activities of the past month – a summary of the actions taken and progress made on all outstanding tasks for the past month.
- Activities of the next month – a review of the work planned to be done to meet task requirements.
- Problems/Issues – a discussion of problems or difficulties either anticipated or encountered.
- Hours – as applicable, total hours expended during the month, and cumulative total to date. Hours expended must be identified by individual and labor category.
- Funds – as applicable, total funds expended during the month, cumulative total to date, outstanding commitments, and percentage of approved funds spent to date.

Distribution of Deliverables

All deliverables including status reports between the Contractor and the Government shall be delivered as:

- One copy in paper or electronic format to the EPA COR.
- The Contractor shall deliver all draft, and final reports, briefing materials and minutes, data sets, etc. in hard copy or electronic format (HTML, Microsoft Word, Acrobat, Excel, etc. as appropriate) via a delivery service or electronic mail.
- The Contractor shall submit a Letter of Transmittal with each deliverable, unless otherwise noted, which includes, at a minimum, the task/deliverable identified, type (draft or final), due date, submission date, deliverable name, and name of EPA COR.

The EPA COR will review deliverables for technical content, completeness, and grammar. Final acceptance of all deliverables will be performed by the EPA COR or other individual(s) designated as subject matter technical expert(s) by the EPA COR.

IV. PERIOD OF PERFORMANCE

The period of performance is for one year from date of the award.